

Edits to Sanitizer purchase, poster, and survey:

Top Takeaways for Sanitizer purchase/location:

- Ok to purchase the three stations
- Locations: Mr. Brown's Park, 4 P's Corner (pending right-of-way)
- Third Location TBD.
 - Options: between Broad/Maple at CVS, Broad/N. Virginia in front on Broaddale Shopping Center, along the street with Paisano's, opposite Harris Teeter
- Robert has offered to install and maintain the three stations and is able to store them starting a week from now (we have identified a separate vendor to install should that change)
- Hand Sanitizer Guys can deliver free of charge

Poster Edits:

- Change "we're ready to reopen responsibly" to "We have opened Responsibly".
- Change grayed out check marks so that there is a higher contrast between the check marks and the circle around each one. Perhaps make the check marks green instead of grey like the circles.
- Use perfectly round circles instead of imperfect circles in all instances. Especially around the logo.
- Make the logo larger to better fill the circle that it's in.
- Change the paragraph that reads:
"This checklist serves only as a guide to help businesses broadly apply the Governor Northam's Forward Virginia reopening plan. For more information on the standards, along with full and industry-specific guidelines, visit www.virginia.gov/coronavirus/forwardvirginia." to read the following instead:

"This checklist serves as a guide to help businesses apply the Governor's Forward Virginia reopening plan. For more details on the plan, visit www.virginia.gov/coronavirus/forwardvirginia."
- We need two versions of the poster designed:
 - one for printing as a foldable card 8.5 x 11 in size (when folded along the 8.5 in edge) (to be printed with the poster printed twice on one side so that the poster is visible correctly oriented on both sides when folded); and
 - the other to be printed 11 x 14.

Survey:

Suggested changes:

In the About the Survey section:

Remove

“The City of Falls Church Economic Development Authority (EDA) knows this is a hard time for businesses, and we want to help. The EDA is considering buying supplies to help businesses reopen safely and build customer trust, and giving those supplies to businesses for free.

Please complete the survey below by 11:30 pm on Monday, June 22. Note that this is not an order form, but rather a way for the EDA to gauge interest in specific items.”

Replace it with

“The City of Falls Church Economic Development Authority (EDA) knows this is a hard time for businesses, and is exploring all the various ways that we might be able to help. We would love your feedback about some of these options to guide us.

Please complete the survey below as soon as possible. Note that this is not an order form, but rather a way for the EDA to gauge interest in specific items.”

Highlight the note saying that the survey is not an order form..

In Question 1:

Remove all the various detailed Hand Sanitizer options and just leave one for just ‘Hand Sanitizer’.

Remove the line regarding “Posters to Help Customers Feel Safer...”

Add a line for “Outdoor business activity supplies”

Add a line for “Virtual business forum”

Question 2:

Remove **“Are there any other items, products, or services not listed above that would help you reopen safely and to help your customers feel safer?”**

Replace it with **“Is there any other way that you feel that we could be of assistance to your business? For example: Are there any other items, products, or services not listed above that would help you reopen safely and to help your customers feel safer?”**

Question 3:

Make the existing Question 3 Question 5.

For Q3 insert **“We are considering holding a public business forum. Are there any COVID-19 related business topics that you would like us to consider discussing at the forum?”**

Question 4:

Make Q4 read **“What type of business do you operate?”**

With options to check boxes for:

Restaurant

Retail

Professional Services

Other

Fitness

Medical/health

Salon/Barber/Nail

And maybe for Office :

- ☐ Office in building 2 stories or less
- ☐ Office in building 3 stories or more

With the option to insert info in a box labeled “Please describe:” if the “Other” option is checked.

Change the line on the last question (now Q5 (it was previously Q3) from: “(This does not affect your eligibility to get free supplies from the EDA.)”

To: “(This does not affect your eligibility for any EDA programs)”